



Policy Firearms Range Safety	Related Policies: Response to Resistance, Training, Safe Storage of Firearms, AR-15
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Arkansas Statutes:	
CALEA Standard:	

- I. **Policy:** It is the policy of this Department that all members of this department and outside agencies authorized to utilize the firing range facilities will act in accordance with the universal firearms safety policies and procedures and follow the rules and regulations of the range and comply with orders and instructions of the Range Safety Officer at all times.
- II. **Purpose:** The purpose of this policy is to address the safety rules and regulations of the department's Firing Range. Firearms instructors will be assigned a variety of duties and responsibilities. The primary responsibility is to create and maintain a safe range environment for the shooters, the instructors, and the community. Instructors must constantly evaluate the range for potential safety problems such as visual obstructions, ricochets, and a sufficient bullet impact area.
- III. **Procedures:**
 - A. **Firearms Instructors:**
 - a. All firearm Range Instructors will be up to date with their Firearm Instructor certification
 - b. Range Instructors will be First Aid and Trauma trained
 - c. Firearm instructors will wear a ballistic vest, ear protection, and eye protection when either shooting or instructing individuals on a "hot" line.
 - d. The firearms instructor is designated the officer in charge of the range. The firearms instructor has the authority to direct and give orders to any officer regardless of rank when those orders are directed toward range and safety issues.
 - e. Firearm Instructors will make themselves known to all individuals entering the firearms facility. Firearms Instructors will also distinguish themselves by marking or wearing an instructor label upon themselves (hat, vest, jacket, etc.).

- f. All range rules and regulations will be read to each individual before participation in any firearm instruction or shooting are performed. The safety rules will include but be limited to:
 - i. Treat every firearm as if it were loaded.
 - ii. "Condition Check Rule": Whenever you pick up a firearm that has been out of your direct control (even for an instant), open the action and check to make sure the firearm is unloaded and safe
 - iii. Point the muzzle in a "safe direction." Safe Direction is defined as an area where, if an accidental or negligent discharge occurs, only minor property damage and no human injury will result.
 - iv. Keep your finger off the trigger and outside the trigger guard until ready to shoot
 - v. Know your target, what is in-line with your target, and what is behind your target.
 - vi. If you experience trouble with your weapon, raise your hand, keep facing down range, with your firearm pointed down range and wait for the instructor to approach from behind
- g. All firearms will be safety inspected by the Range Instructor before the weapon is cleared for the firing line. The Range Instructor shall complete a Firearms Assignment, Usage, and Maintenance Record form, establishing that the weapon has passed inspection. The form shall be maintained in the Administration Section of the Department. The inspector will document the serial number of the officer's department issued weapon and compare it to the serial number of the weapon issued to the officer.
- h. During times of qualification, with each officer present, the Range Officer will read aloud the Department's Use of Force / Response to Resistance policy and have each officer sign a form documenting the training. These records will be maintained with the Administrative Section of the Department.

B. Instruction:

- a. All officers are to be informed of the Range address and directed to landlines or communication methods that can be used to call for medical assistance in case of an emergency.
- b. A first aid kit and gunshot wound kit will be on site. Officers will be informed of the location of that emergency equipment.
- c. In the event of an emergency, one individual will respond to the entrance of the range and await rescue personnel.

- d. All shooters will wear eye and ear protection while downrange, whether or not they are shooting.
- e. Officers will be informed of the hazards and dangers of lead contamination on the range.

C. General Safety Guidelines:

- a. Safety glasses and hearing protection are required at all times.
- b. Officers shall wear their department issued protective body armor while at the firing range.
- c. All shooters will shoot while on the SAME yard line. No shooter will shoot when any individual is downrange.
- d. No individual will proceed past others downrange while any individual is shooting or while any individual has a firearm, loaded or not, pointed downrange.
- e. Officers will not clean, repair, cycle the slide, assemble, disassemble, or load firearms at the range facility unless authorized to do so by the Range Instructor. Loading and unloading of firearms will be accomplished using the clearing device/ barrel and firearms will be inspected for clearance of ammunition.
- f. Officers are responsible for the care and cleaning of Department issued firearms, as well as personally owned authorized firearms for carry on and/or off-duty. Weapons shall be clean and lubricated at all times, and cleaned as soon as practical following a qualification.
- g. Food, chewing gum, and drinks are not allowed on the firing line.
- h. Smoking and smokeless tobacco products are prohibited on the firing line

D. General Safety Guidelines of Lead Effects on the Body: Do's and Don'ts

- a. The **EPA** classifies lead as a highly toxic heavy metal with no beneficial biological use. In law enforcement, officers entering a firing range and/or cleaning a weapon, are exposed to a higher risk of lead poisoning, a higher risk of eye damage due to blunt trauma, and a greater exposure level to high pressure noise, than the average citizen. Officers must understand these dangers and take appropriate steps to prevent injury or illness.
 - i. **Do not** eat on the range! Dust on hands and face can be ingested through contact with food. Airborne lead can contaminate the food.
 - ii. **Do not** collect fired brass in baseball caps! Caps become contaminated with lead particles and be absorbed into the skin.
 - iii. **Do** be aware that face, arms, and hands are covered with lead. Wash with cold water and soap. Cold water is preferred since warm water enhances the absorption of lead by opening the pores. If no water is available, utilize hand wipes.

- iv. **Do** be aware that hair and clothes are still contaminated. Shooters and instructors should either wear an outer garment, such as a jumpsuit, or change clothes before going home. To prevent cross-contamination, range clothes should be washed separately from family's regular laundry.
- v. **Do** avoid physical contact with family members until after a shower, shampoo, and change of clothes. Lead can be transferred by casual contact.

E. Qualification:

- a. Firearms training must be conducted, at a minimum, once per year.
- b. Officers should wear their duty equipment and train the way they expect to perform in the streets
- c. Firearms training must include low-light shooting as well as decision-making scenarios.
- d. Officers must qualify annually with the department issued firearm and any firearm authorized by the Chief of Police carried as an off-duty weapon or authorized on duty back-up weapon.
- e. Firearms training must meet all other requirements set forth by Arkansas Law and Regulations.